# **Develop an Action Plan to Remedy Delayed Manifestation Determination:**

- Conducting a delayed manifestation determination review can trigger an OCR complaint and subsequent investigation. See, for example. WayPoint Academy (MI), 55 IDELR 24 (OCR 2009).
- **Follow** the following tips to prevent a delay from happening in the first place:
  - 1. **Include procedures for students with disabilities in your general education discipline policy.** This person should maintain calendars and timelines
  - 2. Distribute copies of plans to teachers and
  - 3. Monitor implementation

## • Establish a Primary Contact for Parents

1. Designate in a student's 504 plan a PRIMARY contact person to whom parents can go for answers to their questions.

### • Take meaningful steps when a parent raises implementation concerns

1. School staff should document complaints and then send a note to the teacher reminding him/her of the child's accommodations and whom to contact with concerns.

### • Help teachers understand why a child needs accommodations

- 1. Remind teachers that the student is doing better in the classes where they are consistently receiving accommodations.
- 2. Consider showing teachers the data supporting the team's decision to provide a particular accommodation.

#### • If a MDR is required:

- 1. Ensure that someone at the causal meeting have specific information about the incident that led to the disciplinary action.
- 2. The person with this knowledge is very important in the event that the student argues that their conduct was impulsive and could not be controlled.



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